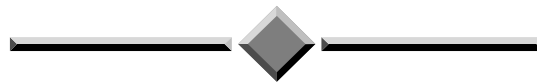


2006 – 2008

State Degree Handbook

Instruction Booklet for Completion of the State FFA Degree Application



Agriculture Education Section
Missouri Department of Elementary & Secondary Education

INTRODUCTION

Following the 2005 selection of the state degree candidates, the Instruction Booklet for Completion & Selection of State Degree Applications and the State Degree Application were reviewed and revised to reflect changes in agriculture and Missouri's agricultural education programs.

A draft form of the revised application and instruction booklet was sent to the state degree selection committee. Revisions were made, the new application was adopted, and the instruction booklet was finalized.

The instruction booklet and new application were approved, and made available to all agriculture instructors early in the 2005-2006 school year. The application and handbook were made available on the agricultural education web site:

http://www.dese.state.mo.us/divvoted/ag_ffa_applications_awards.htm

The state degree selection committee felt the method of selecting State Degree recipients was a beneficial educational activity that continues to improve Supervised Agricultural Experience Programs (SAEP), record-keeping, and analysis.

The instruction booklet was developed to provide a better understanding on the part of each agriculture instructor on how to properly prepare and evaluate the applications.

2005 State Degree
Selection Committee

TERRY W. HEIMAN
State Advisor
Missouri FFA Association

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A. State FFA Constitution & By-Laws Excerpts

Constitution Article V. Membership

Section D. State FFA Degree. On meeting the following minimum qualifications, the State FFA Degree may be conferred by the State Association:

1. Have received the Chapter FFA Degree and have been an active FFA member for at least two years (24 months) at the time of receiving the State FFA Degree.
2. While in high school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in agriculture education at or above the ninth grade level which includes a supervised agriculture experience program.
3. Have earned and productively invested at least \$1000 or worked at least 300 hours in excess of scheduled class time, or combination thereof in a supervised agricultural experience program.
4. Demonstrate leadership ability by:
 - a. Performing ten parliamentary procedures of parliamentary law.
 - b. Giving a six-minute speech on a topic related to agriculture or the FFA.
 - c. Serving as an officer and/or committee chairperson or a participating member of a chapter committee.
 - d. Making a satisfactory score on a written test on FFA.
5. Show outstanding leadership participation in chapter activities and school and community activities by:
 - a. Participating in planning and conducting chapter program of activities.
 - b. Serving as chapter officer or committee chairperson.
 - c. Participating in at least 5 activities above the chapter level.
 - d. Participating in leadership positions outside the FFA.
 - e. Score a minimum of 150 points on the Leadership Section of the State FFA Degree application.
6. Have a satisfactory scholastic record, certified by the local superintendent or principal.

(Continued Next Page)

A. State FFA Constitution & By-Laws Excerpts (continued)

Constitution Article V. Membership

Section D.

7. The Missouri Association shall be entitled to elect at least ten members to the State FFA Degree annually. Where State membership exceeds 500, a number in excess of ten, but not more than three percent of the State membership may be elected, fractions counted to the nearest whole number. Written records of achievement verified by the local advisor shall be submitted to the State Advisor by the local executive committee at least one month prior to the State convention. The State Advisor shall then review the records, prepare briefs, and submit his recommendations to the state Executive Committee. This committee will nominate at the regular State Convention the candidates who have been found most worthy to receive the honor. The delegates at the convention shall then proceed to elect to the State FFA Degree those candidates found most worthy.

By-Laws Article VIII. Procedure For Choosing Candidates For the State FFA Degree

- Section A. A local chapter may submit annually one or more candidates for the State FFA Degree. The number submitted shall not exceed 7% (with fractions rounded to the nearest whole number) of the paid-up membership on record in the state office. Not more than 3% of the membership in the Missouri Association shall be elected to the State FFA Degree in any year.
- Section B. Election to the State FFA Degree shall be from the candidates at large.
- Section C. The procedure for selecting members to receive the State FFA Degree shall be according to the instructions in the latest edition of the "Instruction Booklet for Completion and Selection of the State FFA Degree Applications."
- Section D. All candidates for the State FFA Degree must be recommended by their advisor and by the major officers of their chapter.
- Section E. The State Advisor shall recommend to the State Executive Committee all candidates who meet the minimum qualifications, provided this number does not exceed the State quota of 3% of the association's membership. If the number who meets the minimum qualifications exceeds the State quota, the most worthy shall be recommended by the State Advisor to the State Executive Committee. Candidates must receive a majority vote of the delegates present at a State Convention in order to receive the degree.

B. National FFA Constitution Excerpts

Article V. Membership

Section D. State FFA Degree. To be eligible to receive the State FFA Degree from the state association, the member must meet the following minimum qualifications:

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least two year (24 months) at the time of receiving the State FFA Degree.
3. While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in agricultural education at or above the ninth grade level, which includes a supervised agricultural experience program.
4. Have earned and productively invested at least \$1000, or worked at least 300 hours in excess of scheduled class time, or a combination thereof, in a supervised agricultural experience program.
5. Demonstrate leadership ability by:
 - a. Performing ten procedures of parliamentary law.
 - b. Giving a six-minute speech on a topic relating to agriculture or the FFA.
 - c. Serving as an officer, committee chairperson, or participating member of a chapter committee
6. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
7. Have participated in the planning and completion of the chapter Program of Activities.
8. Have participated in at least five FFA activities above the chapter level.

The percentage of the total state membership which may receive the State FFA Degree and other requirements may be established by the state FFA Association.

Written records of achievement of all requirements, verified by the chapter FFA advisor, shall be submitted to the state association at least one month prior to the state FFA convention at which the State FFA Degree is to be received. The state advisor shall provide for review of the records and submit a recommendation to the state association governing body, which shall nominate at the state FFA convention the candidates who have been found worthy to receive the honor. The State FFA Degree will be conferred upon the candidates subject to approval by the delegates at the state convention.

C. Local Advisor Responsibilities & Guidelines

9. The local advisor should check the application by following the guidelines established in this handbook as well as checking the applicants:
 - a. Math
 - b. transfer of numbers, values, activities and awards etc. from the record book.
 - c. transfer of numbers, values, and activities within the application.
 - d. All items should match exactly what is listed in this handbook without any deletions or additions on the SAE Leadership Page. Points may be adjusted on applications that do not meet these criteria.
10. The local advisor should complete the checklist on the back of the cover page verifying the applicant's eligibility and the application accuracy.
11. The local advisor must score each section and the total points of the application indicating the score in the advisor's score boxes marked "**LU**" on the application.
12. The local advisor should submit in writing to the area screening committee any supervised agricultural experience (SAE) enterprise not listed on pages 18 – 23 of the handbook guidelines along with the recommended point value of that enterprise.
13. Boxes that are marked "**SU**" are for state use only.
14. **On the Leadership Section of the application, if an "X" is placed in the wrong category for items listed in this handbook they will be scored 0 points.** Even if it is marked lower or higher than indicated in this handbook.
15. The Area Star Farmer, Area Star in Placement and Area Star in Agribusiness candidates should attach a biography to the application. See example on page 9. **Please follow the example and limit yourself to one page.**
16. **All applicants pages must be computer printed except for the worksheet in which minor handwritten changes will be allowed.**

- NOTE:**
1. **Applicants that are submitted by the Area as the Area Star Farmer, Agribusiness, or Placement must score above the State Committee's point cutoff for the current year in order to receive the degree.**
 2. **Star Applicants must have filed & submitted federal income tax.**

C. Local Advisor Responsibilities & Guidelines (continued)

NOTE: (continued)

- 3. Star applicants must have paid personal property tax (If applicable) and record of its payment should be shown in the applicant's record book.**

SAMPLE STAR BIOGRAPHY

Amy Jones
Anytown FFA Chapter
Candidate for Star State Farmer

School & FFA Chapter

Amy Jones is a senior at Anytown High School and Vice President of the Anytown FFA Chapter. Amy is the son/daughter of Mr. And Mrs. Max Jones of Yourtown. His/her advisor(s) is/are Brian Smith and Larry Gerke. Her/his high school principal or vocational director is Gordon Leech.

Supervised Agriculture Experience Program

Amy's supervised agriculture experience program began with the purchase of two Simmental cows and calves. After two years of showing purebred cattle Amy attended AI School and started her own Fitting & Breeding Service. Amy has expanded her herd to 14 Simmental cows and calves along with working at the Anytown Veterinary Clinic.

FFA Activities

Amy served as Chapter Vice-President (2004-2005), Area XV Secretary (2003-2004), Chapter Secretary (2003-04) and Assistant Chapter Secretary (2002-03). Amy placed third at the Area prepared public speaking CDE. She/he has competed on the poultry, meats, livestock and agricultural sales CDE teams. Amy was the Area Beef Entrepreneurship Proficiency Winner in 2004. She has attended the Washington Leadership Conference and is a graduate of the 2002 Missouri Agribusiness Academy.

School Activities

Amy has been a member of the National Honor Society for 3 years and the German Club for 2 years. She/he was tri-captain of the Anytown Volleyball team and a class officer for 3 years. Amy is a member of the local SADD chapter and a substitute teacher in her/his local church.

Future Plans

After high school graduation Amy plans to attend Southwest Missouri State University majoring in animal science and minoring in agriculture communications. Amy hopes to attend Veterinary School and become a Veterinarian in a rural community.

D. Area Responsibilities & Guidelines

1. Each area should annually select a State Degree Selection Committee member for a two year term. (This will provide the State Degree Selection Committee with a rotation of members composed of one area member serving the second year of their term and one area member serving the first year of their term.)
2. Each area should select a committee to screen applications within the area. One of these members will be the first year member of the State Degree Selection Committee. The second year member of the State Degree Selection Committee will serve in an advisory capacity to the area screening committee.
3. All area committees should screen applications in a uniform manner. Each area should follow the guidelines set by the state committee within this handbook.
4. The area committee's purpose is to:
 - b. verify the validity of the local application.
 - c. check the **realism** of entries of local applicants.
 - d. **check that all items match exactly what is listed in this handbook without any deletions or additions on the SAE Leadership Page. Points may be adjusted on applications that do not meet these criteria.**
 - e. verify that students showing ownership income must also show ownership expenses.
 - f. check any and all mathematical calculations.
 - g. submit the eligible applications to the state selection committee.
 - h. identify and indicate on the application cover the star area farmer, area star in agribusiness or area star in placement. **(These are not automatics. They must score above the current year's state cutoff. The state committee also reserves the right to re-score the applications.)**
5. The area screening should be completed no later than February 15.
6. The only application changes the area screening committee should allow at time of selection are:
 - a. Addition or subtraction errors.
 - b. Transposing errors on the application.
 - c. Typing errors (ex. Decimal in wrong place).

Note: All entries in the record book must match application.

The applications submitted to the state selection committee will not be returned to the chapter until after the state FFA convention.

D. Area Responsibilities & Guidelines (continued)

7. The Area Selection Committee should check the Leadership Section to be sure all "X"s are in the proper category. **On the Leadership Section of the application, if an "X" is placed in the wrong category for items listed in this handbook they will be scored 0 points.** Even if it is marked lower or higher than indicated in this handbook.
8. The area screening committee will determine the acceptability of agribusiness job descriptions at the area screening meeting. All applications sent to the State Committee will be scored without question.
9. The area screening committee will submit in writing all supervised agricultural experience (SAE) enterprise not listed on pages 18 – 23 of the handbook guidelines along with the area screening committee's recommended point value for that enterprise.
10. The area screening committee should check the application in the following areas for agreement with the record book regardless of type of record book accompanying the application: (Computer printouts will be accepted as records of student's SAEP.)
 - a. Expenses and Receipts for **ALL** years.
 - b. Cash Flow Summary for all years.
 - c. Financial Statement for all years.
 - d. Profit and Loss Statement for all years.
 - e. Inventory Records and Depreciation Schedule for all years.
 - f. Record of all FFA, School, and Community activities for all years.
11. The area screening committee will verify that applicants have participated in five (5) FFA activities above the local level and those activities are listed on the back of cover page and on page 2 of the application, (Leadership & Participation Section). These activities should meet the Guidelines of Approved FFA Activities above the local level.
12. The area committee must complete the check sheet on the back of the cover page.
13. The area screening committee should remove the worksheet page of the application after the screening process for all applicants is complete and prior to submitting them to the state office.
14. The area screening committee should submit a list of the successful area applicants along with their respective applications to the State FFA Advisor. This list should indicate the area star farmer, area star in agribusiness and the area star in placement. (Note: The area stars must score above the current year's state cutoff to receive the degree.)

E. State Committee Responsibilities & Guidelines

15. The state committee's purpose is to:
 - a. score and rank applications
(The area's screening committee's score will be used as the applicants score at the state screening. However, the state screening committee reserves the right to re-score any application.)
 - b. eliminate applications not meeting the minimum qualifications
16. The state committee will select a committee chairperson and secretary from the committee members present at the state screening. The chair will advise and oversee the scoring process. The secretary will record the minutes and decisions of the committee and submit a copy of the minutes to each committee member.
17. The state committee will review all supervised agricultural experience (SAE) enterprise not listed on pages 18 – 23 of the handbook that have been submitted by the area committee and local advisor to approve the recommended point values prior to screening any applications.
18. The state committee should select one current committee member to serve on the star state farmer selection committee, one current committee member to serve on the star state agribusiness selection committee and one current committee member to serve on the star state placement selection committee. These committee members are to serve on an advisory capacity to the star selection committee and are nonvoting members.
19. The state committee will break ties on applications by using total Leadership points. If a tie still exists the tables in the Leadership section will be used alphabetically until the tie is broken.
20. The number of applications which will be scored at the state screening process will be determined as follows:
 - a. An arbitrary cutoff score will be determined based upon the area application scores.
 - b. The Star Applications will be removed from the pool unless they do not meet the criteria below.
 - c. Approximately 50 percent of the applications submitted will be scored at the state screening with the committee having the right to re-score any or all applications.
 - d. Applications scoring 100 +/- points above and 100+/- points below the arbitrary area cutoff score will be removed from the scoring pool of applications until a 50 percent scoring pool is reached.

Note: The state screening committee reserves the right to re-score any application that is submitted.

F. Cover Page Guidelines

1. Type the information requested on the cover page.
2. Be sure to indicate if you are applying in ownership, agribusiness or placement and if you have filed an income tax return and paid property tax. (This information is needed to determine star candidate eligibility but should be completed by all applicants.)

NOTE: **A. Applicants that are submitted by the Area as the Area Star Farmer, Agribusiness, or Placement must score above the State Committee's point cutoff for the current year in order to receive the degree.**
 B. Star Applicants must have filed & submitted federal income tax.
 C. Star applicants must have paid personal property tax (If applicable) and record of its payment should be shown in the applicant's record book.

G. Check Sheet Guidelines (On back of cover page)

1. Secure the certification signatures prior to submitting the application.
2. Applicant and advisor should read and complete the check sheet verifying all requirements have been met.
3. Methods of determining earnings and investment minimum qualifications are:
(Must meet A and B) or (C or D)
 - a. Total Earnings (\$1000 minimum) is the total figure on the worksheet, line 15 is equal to or greater than \$1000.
 - b. Total productively invested line 12 of the worksheet for the last complete year must be \$1000 or more.
 - c. Directed Work Experience hours (non-pay) are the Total Directed Laboratory Experience Hours. 600 hours minimum must be school supervised other than class time.
 - d. A percentage combination of: 1) earnings and productively invested; and 2) directed laboratory experience (non-pay) with the combined percentage totaling 100%

EXAMPLE:

| | |
|---|------------------------------|
| (1) Total earnings | = \$500-\$1000 minimum = 50% |
| Productively invested | = \$400-\$1000 minimum = 40% |
| (2) Directed laboratory experience | = 360/600 hrs. minimum = 60% |
| (3) Use lowest percentage in step "1" | 40% |
| plus | |
| Directed lab experience in step "2" | 60% |
| Total percentage | <u>100%</u> |

4. Guidelines For Completing Check Sheet Item 10.

Any of the activities listed below will be counted as one of the five activities to meet check sheet item 10.

1. A candidate must indicate on the application they were an exhibitor in FFA Division at the District Fair, State Fair, American Royal or other National Shows in order for this activity to be counted as an activity above the local level. Only one activity of this type will be counted as above local level regardless of the number of shows or types of exhibits.
2. FFA and Agriculture Career Development Events (CDE) are listed in Career Development Events/Contest Bulletin. Those listed will be counted as one activity per CDE if participation is above chapter level. (FFA CDE's are the only recognized area CDE's.)
3. Agronomy - District &/or State CDE Participant
4. Ag Mechanics – District &/or State CDE Participant
5. Ag Sales – District &/or State CDE Participant
6. Area Farm Tour
7. Area/District Creed Speaking Participant
8. Area/District Extemporaneous Public Speaking Participant
9. Area/District FFA Knowledge CDE
10. Area/District Parliamentary Procedure CDE
11. Area/District Prepared Public Speaking Participant - Division I
12. Area/District Prepared Public Speaking Participant - Division II
13. Area/District Prepared Public Speaking Participant - Advanced
14. Area/State Reporter's Scrapbook CDE
15. Area/State Secretary's Book CDE
16. Area/State Treasurer's Book CDE
17. Area/State Record book CDE
18. Attended Area Chapter Degree Initiation
19. Attended Area FFA Banquet
20. Attended Area Greenhand Initiation
21. Attended Area Leadership Conference
22. Attended Greenhand Motivational Conference on area level
23. Attended Governor's Conference on Agriculture
24. Attended National FFA Convention
25. Attended Officer Training sponsored by Area

4. Guidelines for Completing Check Sheet Item 10. (continued)

26. Attended Public Speaking Academy
27. Attended State FFA Camp
28. Attended State FFA Convention
29. Attended University of Missouri Agricultural/FFA Field Day
30. Attended Washington Leadership Conference - WLC
31. Candidate for Area Officer
32. Dairy Cattle - District &/or State CDE Participant
33. Dairy Foods - District &/or State CDE Participant
34. Delegate to State FFA Convention
35. Department of Natural Resources Honors Program Participant
36. Entomology - District &/or State CDE Participant
37. Exhibitor FFA Division - District Fair, State Fair, American Royal or National Show
38. Farm Bureau (FB) Public Speaking Contest Participant
39. Farm Management - District &/or State CDE Participant
40. Floriculture - District &/or State CDE Participant
41. Forestry - District &/or State CDE Participant
42. Greenhand Motivational Conference with National FFA Officers
43. Horse - District &/or State CDE Participant
44. Livestock - District &/or State CDE Participant
45. MDA Judging Clinic at UMC
46. MDA Equine Clinic
47. Meats - District &/or State CDE Participant
48. Member of Courtesy Corp. - National FFA Convention
49. Member of National FFA Band
50. Member of National FFA Chorus
51. Member of State FFA Chorus
52. Missouri Association of Fairs Public Speaking State Participant
53. Missouri Cattleman's Public Speaking Contest Participant
54. Missouri Institute of Cooperatives (MIC) Public Speaking Contest Participant
55. Missouri Pork Association - Sales Presentations (State Participant)
56. Missouri Pork Association Public Speaking Contest Participant
57. Missouri Sheep Producers Public Speaking Contest Participant
58. Nursery/Landscape - District &/or State CDE Participant

4. Guidelines for Completing Check Sheet Item 10. (continued)

- 59. Participated in the Agri-Missouri Marketing Contest
- 60. Participated in the Area, District or State Grasslands Management Contest
- 61. Participated in the Area, District or State FFA Trap shoot
- 62. Participated in the District or State Environthon
- 63. Participated in the Governor's Conference on Ag. – Products for the 21st Century
- 64. Participated in the Missouri Farm Bureau Statewide Leadership Day
- 65. Participated in The Leadership Adventure – Advancing New Frontiers
- 66. Participated in The Leadership Adventure – Start the Expedition Process
- 67. Participated in State or National FFA Talent
- 68. Participated in the Missouri Agribusiness Academy Interviews
- 69. Participated in National FFA International Program
- 70. Participated in the FFA Agriscience Program
- 71. Participated in the State Young Farmer/Young Farm Wives Tour
- 72. Participated in a Statewide Workshop or Contest
- 73. Poultry - District &/or State CDE Participant
- 74. Prepared Chapter exhibit at State &/or National Convention, or State &/or Mid-South Fair
- 75. Proficiency awards -- One activity per proficiency award area if competed above local
- 76. Served as a delegate to area meeting
- 77. Soils - District &/or State CDE Participant
- 78. Usher, Stage Crew, Media Room or Courtesy Corps at State FFA Convention

H. Worksheet Guidelines

1. The worksheet should be completed as a part of the total application using information from the applicants' record book.
2. **All values should be rounded to the nearest whole dollar and all hours rounded to the nearest whole hour. Do not use any cents or fractions or decimals.**
3. The application worksheet will be checked in the following areas for agreement with the record book regardless of type of record book accompanying the application: (Computer printouts will be accepted as records of student's SAEP.)
 - a. Receipts and Expenses for **all years**.
 - b. Financial Statement for all years.
 - c. Profit and Loss Statement for all years.
 - d. Inventory Records and Depreciation Schedule for all years.
 - e. Record of all FFA, School, and Community activities for all years.
4. **Baby Sitting/Childcare is not acceptable Supervised Agricultural Experience Programs and should NOT be included in scope, income, placement or directed lab experience. Baby Sitting/Childcare is non-agricultural income and can be recorded in personal income and expenses.**
5. **Applicant's first year records can be no longer than 16 months or no less than 12 months and must be summarized on December 31 of student's second school year.**
6. **The values indicated on the Worksheet should only show the candidates share of receipts, expenses, inventory, net worth etc. on those candidates who are involved in partnership, corporations and/or crop share agreements.**
7. All inventory values used to complete the worksheet should be the "Book Value."
 - a. Harvested crops should be valued at on-farm market value.
 - b. Crops still growing in the field should be assigned a value equal to the cost of production that had been incurred at the time of inventory.
 - c. All breeding stock purchased when already mature should be listed at the remaining undepreciated book value.
 - d. All breeding stock purchased as immature animals should be valued at purchase price, plus all production cost incurred up to the first inventory date. If the animal is not mature at the next inventory date, it should be valued at the previous inventory value, plus all production costs incurred for the current year. Once the animal is mature, it should be entered on the depreciation schedule.

H. Worksheet Guidelines (continued)

7. All inventory values used to complete the worksheet should be the "Book Value."
(Continued)
 - e. All items, such as livestock feed and supplies should be listed at their original purchase price.
 - f. Home raised market and breeding animals should be valued at conservative on-farm market values. Once home raised animals are mature, their inventory value should remain the same until the animal is disposed.
 - g. All crop related supplies such as fertilizer, chemicals, seed, etc. should be listed at their original purchase price.
 - h. All products bought for resale and business supplies on-hand should be listed at their original purchase price.
 - i. Machinery, buildings and equipment values should be the book value (acquisition costs - depreciation).
 - j. Land should be valued at acquisition cost plus non-inventorable improvements.
 - k. Grain/Crops carried over from one year to the next are to be counted **ONLY** in the year they are planted.
8. Interest on non-borrowed capital must not be added back in under line 16 Income from Other Sources This Year. (Note: SAEP Earnings This Year (line 15) does not include the Interest on Non-Borrowed Capital.)
9. Depreciation is not income and should not be included as Income from Other Sources This Year, Worksheet Line 16.
10. Students whose SAEP includes corporate stock ownership must provide with the record book:
 - a. A copy of the Articles of Incorporation

When the corporation records are not accessible to the area committee, the applicant must also submit:

 - a. A statement of application/corporation record accuracy by the corporate accountant.
 - b. The above statement must be notarized.
11. Exchange labor hours will be divided by the wage factor (\$10.00/hour) for the respective record book year.

II. Supervised Agricultural Experience Guidelines (600 points maximum)

A. Scoring Guidelines

1. Scope - 200 points maximum (See pages 18 thru 23)
 - a. Equals the scope points of all years. Do not include items listed in "Inventory Entering Agricultural Education.

Please list enterprises by description and scope in scorable units exactly as listed in this book or indicate "NONE" in the box. (See pages 18 - 29.)

- b. The table labeled: **"Inventory Entering Agricultural Education"** shall include applicant's inventory for first day of first year of agriculture class (No Earlier than September 1) as shown on forms 8 and 9 (LIVESTOCK & CROP INVENTORY) of the Missouri Agricultural Record Book for Secondary Students or forms 16 and 17 of the Missouri Farm Business Record Book.
- c. The applicant's first year records can be no longer than 16 months (beginning September 1 of their 9th grade year or later) or no less than 12 months and must be summarized on Dec. 31 of student's second school year.
- d. The Description and Scope in Scorable Units (See pages 18 - 23) should be listed for each year using:

Form 12 - Missouri Agricultural Record Book for Secondary Students
Equivalent forms - Missouri Farm Business Record Book
- e. All enterprises should be listed by Description and Scope in Scorable Units or indicate **"NONE"** in the box. Point values are listed on pages 18 - 23. Any enterprise not on the list should be submitted in writing to the Area screening committee with a recommended point value based comparable enterprise receipts, expense and labor required.
- f. **Record all dollar values to the nearest whole dollar.**
- g. **Baby Sitting/Childcare is not acceptable Supervised Agricultural Experience Programs and should NOT be included in scope, income, placement or directed lab experience. Baby Sitting/Childcare is non-agricultural income and can be recorded in personal income and expenses.**

A. Scoring Guidelines (Continued)

Please list enterprises by description and scope in scorable units exactly as listed in this book or indicate "NONE" in the box. (See pages 19 - 23.)

| Scoring Scope | Function | Year 1 | Year 2 | Year 3 | Year 4 |
|---|-----------|--------|--------|--------|--------|
| Ownership Enterprises Points | Plus (+) | | | | |
| Placement Points | Plus (+) | | | | |
| Directed Lab Points | Plus (+) | | | | |
| Exchange Labor Points | Plus (+) | | | | |
| Subtotal | Equal (=) | Y1 | Y2 | Y3 | Y4 |
| GRAND TOTAL SCOPE POINTS (200 Points Maximum) Equals (Y1 + Y2+ Y3 + Y4) Above | | | | | |

2. **Growth** - 100 points maximum - (Scope points of final year minus scope points entering agricultural education).

DO NOT INCLUDE EXCHANGE LABOR HOURS.

| Equation: | Function | Scope Points |
|---|------------|--------------|
| Ownership Enterprises (Final Year ONLY) | Plus (+) | |
| Placement Experience (Final Year ONLY) | Plus (+) | |
| Directed Lab Experience (Final Year ONLY) | Plus (+) | |
| Subtotal | Equals (=) | |
| Scope Points Entering Agricultural Education | Minus (-) | |
| TOTAL GROWTH POINTS (100 Points Maximum) | Equals (=) | |

3. **Total SAEP Earnings** - 100 points maximum (See Table Page 26)
4. **Gain in Net Worth** - 200 points maximum (See Table Page 27)

B. Scope Points (200 points maximum)

CROP & PLANTS

Grain/Crops carried over from one year to the next are to be counted ONLY in the year they are planted.

| <u>Description</u> | <u>Scope (Scorable Units)</u> | <u>Points</u> |
|--|--|----------------------|
| Corn | 1 acre | 2 |
| Popcorn | 1 acre | 2 |
| Soybea | 1 acre | 1.6 |
| Sunflowers | 1 acre | 1.6 |
| Milo | 1 acre | 2 |
| Wheat | 1 acre | 1.2 |
| Oats | 1 acre | 0.8 |
| Barley | 1 acre | 0.8 |
| Tobacco | 1 acre | 32 |
| Peanuts | 1 acre | 5 |
| Cotton | 1 acre | 3 |
| Rice | 1 acre | 3.0 |
| Grass seed | 1 acre | 1.0 |
| Legume seed | 1 acre | 1.4 |
| Pasture | 1 acre | 0.2 |
| (Pasture - Owned or Rented must show expense in record book of ownership &/or rent to be counted.) | | |
| Hay | 1 acre | 0.8 |
| Alfalfa | 1 acre | 2 |
| Straw | 1 acre | 0.4 |
| Pecans | 500 pounds | 1 |
| Walnuts | 500 pounds | 1 |
| Christmas Trees | 25 trees | 1 |
| Wood | 2 cords | 1 |
| Logs * | 600 board feet | 1 |
| * (Certified by Conservation Forester.) | | |
| Logs TSI Certified | 1 acre | 1 |
| (Must have proof of Certification in the Record book) | | |
| Berries | 1 acre | 15 |
| Raspberries or Gooseberries | 100 ft. of run | 1 |
| Grapes | 100 ft. of run | 1 |
| Truck Garden (Vegetable or Ornamental) | 1 acre | 10 |
| Vegetable Crop | | |
| (Mechanically Harvested) | 1 acre | 5 |
| House Plants &/or Tobacco Plants | 50 plants | 1 |
| Bedding Plants | 200 plants | 1 |
| Ornamental Trees, Shrubs & Plants | 25 trees, shrubs or plants | 1 |

B. Scope Points (200 points maximum) (Continued)

CROP & PLANTS (continued)

| <u>Description</u> | <u>Scope (Scorable Units)</u> | <u>Points</u> |
|---------------------------|--|----------------------|
| Specialty Crop | 1 Pound Ginseng | 4 |
| | 100 Loufa Sponges | 1 |
| | 3 Pounds Golden Seal Root | 1 |
| | 15 Pounds Golden Seal Herb | 1 |
| | 300 Pounds Wet Mullein Leaf | 1 |
| | 300 Pounds Sassafras Leaves | 1 |
| | 500 Pounds Milk Thistle | 1 |
| | 350 Pounds Sumac Leaves | 1 |
| Fruit Trees | 25 Trees | 1 |
| Wildlife Food Plots | 1 acre | 0.5 |

C. Scope Points (Continued) (200 points maximum)

ANIMALS

| <u>Description</u> | <u>Scope (Scorable Units)</u> | <u>Points</u> |
|---------------------------------|---|----------------------|
| Beef | 1 Breeding | 3 |
| | 1 Non-breeding | 2 |
| Dairy | 1 Cow | 8 |
| | 1 Heifer | 2 |
| | 1 Bull | 3 |
| | 1 Bottle Calf | 1 |
| Swine (Includes Potbellies) | 1 Breeding | 3 |
| | 5 Feeder Pigs | 1 |
| | 2 Market Hogs | 1 |
| Sheep | 1 Breeding | 2 |
| | 2 Non-breeding | 1 |
| Poultry | 20 Hens, Peacocks, Guineas, Ducks, Roosters Geese or Pheasants | 1 |
| | 500 Chicks and Broilers | 1 |
| | 175 Pullets | 1 |
| | 250 Turkey broilers or poults | 1 |
| | 10 Tom Turkeys or 10 Hen Turkeys | 1 |
| | 50 Quail, Parakeet, Cockatiel or Pigeons | 1 |
| | | |
| Equine (Includes Miniatures) | 1 Breeding | 3 |
| | 1 Non-breeding | 1 |
| Goats | 1 Breeding | 2 |
| | 2 Non-breeding | 1 |
| | 1 Milking Doe Goat | 3 |
| Rabbits | 20 Breeding Rabbits (Buck or Doe) | 1 |
| | 50 Rabbit Fryers or Non-breeding Rabbits | 1 |

(MORE ON NEXT PAGE)

D. Scope Points (continued)

SPECIALTY ANIMALS, OTHERS & CUSTOM WORK

| <u>Description</u> | <u>Scope (Scorable Units)</u> | <u>Points</u> |
|---------------------------|--|----------------------|
| Specialty Animal | 1 Buffalo | 3 |
| | 1 Elk | 3 |
| | 1 Llamas | 3 |
| | 1 Ostrich, Emu, or Rhea | 3 |
| | 1 Bear | 3 |
| | 1 Camel | 3 |
| | 1 African Lion, Bengal Tiger, Siberian Tiger, North American Cougar, Leopard, or Cougar | 3 |
| | 1 Cub of any lion, tiger or cougar | 2 |
| | 1 Breeding Dog (Male or Female) or 5 Dog pups | 1 |
| | 5 Breeding Cats (Male or Female) | 1 |
| | 1 Deer or Ibex | 1 |
| | 1 Breeding Monkey, Fox, Raccoon, or Prairie Dog | 1 |
| | 100 Mice/Gerbil/Hamster/Cavay | 1 |
| | 1 Lemur | 1 |
| | 1 Wolf or 5 Wolf pups | 1 |
| | 100 Waterdogs or Newts | 1 |
| | 20 Chinchillas (Male or Female) | 1 |

OTHERS

| <u>Description</u> | <u>Scope (Scorable Units)</u> | <u>Points</u> |
|---------------------------|--|----------------------|
| Bees | 1 Hives | 1 |
| Fish | 100 Head | 1 |
| Worms | 10,000 Head | 1 |
| Ham (Exhibited at Fair) | 1 Cured Ham Exhibited at Fair | 0.2 |

CUSTOM WORK

Custom work will be scored by indicating the dollars of gross income received from the custom work enterprise. Applicants should not include the hours worked as custom work under any other section of the application.

| <u>Description</u> | <u>Scope (Scorable Units)</u> | <u>Points</u> |
|---------------------------|--|----------------------|
| Custom Work | \$ Gross Income | (See Chart Page 23) |

All other items not listed on the previous pages are to be scored as Agribusiness Income or should be submitted to the state degree committee for consideration.

E. Scope Points

Ownership Agribusiness and Custom Work

| <u>Description</u> | <u>Scope (Scorable Units)</u> | <u>Points</u> |
|-------------------------------|--|----------------------------|
| Agribusiness Ownership | \$ Gross Agribusiness Income | (See Chart Page 25) |

The guidelines below will be used to score ownership agribusiness (i.e. auctioneer, landscaping business) under the ownership SAE section of the State Degree Application. The applicant must include the gross agribusiness income. **Care should be taken to only include ownership agribusiness income.**

- I. Scope points will be awarded for agribusiness income.
- II. Students whose total gross agribusiness income falls within a specific range on the table on page 25 will be awarded the amount of points found to the right of the range. **(Hours spent in ownership agribusiness and/or custom work should not be included in any other section of the application.)**
- III. Any SAE listed on pages 18-23 should be entered on the application as specified on pages 18-23 and not as agribusiness income.

(EXAMPLE)

A student who has a lawn mowing business would indicate on the application the following:

| <u>DESCRIPTION</u> | <u>SCOPE</u> |
|-----------------------------------|---------------------|
| Agribusiness Income - Lawn Mowing | \$2312 |

This student would receive 20 points for Agribusiness Income (See table page 25).

E. Scope Points (CONTINUED)

Ownership Agribusiness & Custom Work

The table below will be used to determine the point value awarded for gross agribusiness income and custom work. See page 23 for guidelines.

| | |
|---------------------------------|---------------------------------|
| \$ 0 - \$ 99 = 0 point | \$ 7,000 - \$ 7,499 = 45 points |
| \$ 100 - \$ 199 = 1 point | \$ 8,000 - \$ 8,499 = 47 points |
| \$ 200 - \$ 299 = 2 points | \$ 8,500 - \$ 8,999 = 49 points |
| \$ 300 - \$ 399 = 3 points | |
| | \$ 9,000 - \$ 9,499 = 51 points |
| \$ 400 - \$ 499 = 4 points | \$ 9,500 - \$ 9,999 = 53 points |
| \$ 500 - \$ 599 = 5 points | \$10,000 - \$10,499 = 55 points |
| \$ 600 - \$ 699 = 6 points | \$10,500 - \$10,999 = 57 points |
| | |
| \$ 700 - \$ 799 = 7 points | \$11,000 - \$11,499 = 59 points |
| \$ 800 - \$ 899 = 8 points | \$11,500 - \$11,999 = 61 points |
| \$ 900 - \$ 999 = 9 points | \$12,000 - \$12,499 = 63 points |
| | |
| \$ 1,000 - \$ 1,099 = 10 points | \$12,500 - \$12,999 = 65 points |
| \$ 1,100 - \$ 1,199 = 11 points | \$13,000 - \$13,499 = 67 points |
| \$ 1,200 - \$ 1,299 = 12 points | \$13,500 - \$13,999 = 69 points |
| | |
| \$ 1,300 - \$ 1,399 = 13 points | \$14,000 - \$14,499 = 71 points |
| \$ 1,400 - \$ 1,499 = 14 points | \$14,500 - \$14,999 = 73 points |
| \$ 1,500 - \$ 1,599 = 15 points | \$15,000 - \$15,499 = 75 points |
| | |
| \$ 1,600 - \$ 1,699 = 16 points | \$15,500 - \$15,999 = 77 points |
| \$ 1,700 - \$ 1,799 = 17 points | \$16,000 - \$16,499 = 79 points |
| \$ 1,800 - \$ 1,899 = 18 points | \$16,500 - \$16,999 = 81 points |
| | |
| \$ 1,900 - \$ 1,999 = 19 points | \$17,000 - \$17,499 = 83 points |
| \$ 2,000 - \$ 2,499 = 20 points | \$17,500 - \$17,999 = 85 points |
| \$ 2,500 - \$ 2,999 = 25 points | \$18,000 - \$18,499 = 87 points |
| | |
| \$ 3,000 - \$ 3,499 = 27 points | \$18,500 - \$18,999 = 89 points |
| \$ 3,500 - \$ 3,999 = 29 points | \$19,000 - \$19,999 = 91 points |
| \$ 4,000 - \$ 4,499 = 31 points | \$20,000 - \$20,999 = 93 points |
| | |
| \$ 4,500 - \$ 4,999 = 33 points | \$21,000 - \$21,999 = 95 points |
| \$ 5,000 - \$ 5,499 = 35 points | \$22,000 - \$22,999 = 97 points |
| \$ 7,500 - \$ 7,999 = 37 points | \$23,000 - \$23,999 = 99 points |
| | |
| \$ 5,500 - \$ 5,999 = 39 points | \$24,000 & UP = 100 points |
| \$ 6,000 - \$ 6,499 = 41 points | |
| \$ 6,500 - \$ 6,999 = 43 points | |

F. Total SAEP Earnings (100 points maximum)

This chart will be used to score this section of the State Degree Application. Students whose total profit or loss falls within a specific range will be awarded the amount of points found to the right of the range.

| | | |
|---------------------|---|------------|
| \$ 1000 - \$2000 | = | 5 points |
| \$ 2001 - \$3000 | = | 10 points |
| \$ 3001 - \$4000 | = | 15 points |
| \$ 4001 - \$5000 | = | 20 points |
| | | |
| \$ 5001 - \$6000 | = | 25 points |
| \$ 6001 - \$7000 | = | 30 points |
| \$ 7001 - \$8000 | = | 35 points |
| \$ 8001 - \$9000 | = | 40 points |
| | | |
| \$ 9001 - \$10,000 | = | 45 points |
| \$10,001 - \$11,000 | = | 50 points |
| \$11,001 - \$12,000 | = | 52 points |
| \$12,001 - \$13,000 | = | 54 points |
| | | |
| \$13,001 - \$14,000 | = | 56 points |
| \$14,001 - \$15,000 | = | 58 points |
| \$15,001 - \$16,000 | = | 60 points |
| \$16,001 - \$17,000 | = | 62 points |
| | | |
| \$17,001 - \$18,000 | = | 64 points |
| \$18,001 - \$19,000 | = | 66 points |
| \$19,001 - \$20,000 | = | 68 points |
| \$20,001 - \$22,000 | = | 70 points |
| | | |
| \$22,001 - \$24,000 | = | 72 points |
| \$24,001 - \$26,000 | = | 74 points |
| \$26,001 - \$28,000 | = | 76 points |
| \$28,001 - \$39,000 | = | 78 points |
| | | |
| \$30,001 - \$32,000 | = | 80 points |
| \$32,001 - \$34,000 | = | 82 points |
| \$34,001 - \$36,000 | = | 84 points |
| \$36,001 - \$38,000 | = | 86 points |
| | | |
| \$38,001 - \$40,000 | = | 88 points |
| \$40,001 - \$42,000 | = | 90 points |
| \$42,001 - \$44,000 | = | 92 points |
| \$44,001 - \$46,000 | = | 94 points |
| | | |
| \$46,001 - \$48,000 | = | 96 points |
| \$48,001 - \$50,000 | = | 98 points |
| \$50,001 & UP | = | 100 points |

G. Gain in Net Worth (200 points maximum)

The following is a scoring system for the State Degree Application. This system is set up to give students an increasing amount of points as their gain in Net worth gets greater. **This will be done by obtaining the difference between the applicant's last year's Net Worth and the starting year's Net Worth and comparing it to the combined total Net Profit or Loss of the student's SAEP earnings. The smaller value of the two values will be used to determine the applicant's score.**

| | | | | |
|----------|---|----------|---|------------|
| \$ 1 | - | \$ 100 | = | 5 points |
| \$ 101 | - | \$ 200 | = | 10 points |
| \$ 201 | - | \$ 300 | = | 15 points |
| \$ 301 | - | \$ 400 | = | 20 points |
| \$ 401 | - | \$ 500 | = | 25 points |
| \$ 501 | - | \$ 600 | = | 30 points |
| \$ 601 | - | \$ 700 | = | 35 points |
| \$ 701 | - | \$ 800 | = | 40 points |
| \$ 801 | - | \$ 900 | = | 45 points |
| \$ 901 | - | \$1,000 | = | 50 points |
| | | | | |
| \$ 1,001 | - | \$ 2,000 | = | 55 points |
| \$ 2,001 | - | \$ 3,000 | = | 60 points |
| \$ 3,001 | - | \$ 4,000 | = | 65 points |
| \$ 4,001 | - | \$ 5,000 | = | 70 points |
| \$ 5,001 | - | \$ 6,000 | = | 75 points |
| \$ 6,001 | - | \$ 7,000 | = | 80 points |
| \$ 7,001 | - | \$ 8,000 | = | 85 points |
| \$ 8,001 | - | \$ 9,000 | = | 90 points |
| \$ 9,001 | - | \$10,000 | = | 95 points |
| \$10,001 | - | \$11,000 | = | 100 points |
| | | | | |
| \$11,001 | - | \$12,000 | = | 105 points |
| \$12,001 | - | \$13,000 | = | 110 points |
| \$13,001 | - | \$14,000 | = | 115 points |
| \$14,001 | - | \$15,000 | = | 120 points |
| \$15,001 | - | \$16,000 | = | 125 points |
| \$16,001 | - | \$17,000 | = | 130 points |
| \$17,001 | - | \$18,000 | = | 135 points |
| \$18,001 | - | \$19,000 | = | 140 points |
| \$19,001 | - | \$20,000 | = | 145 points |
| \$20,001 | - | \$22,000 | = | 150 points |
| | | | | |
| \$22,001 | - | \$24,000 | = | 155 points |
| \$24,001 | - | \$26,000 | = | 160 points |
| \$26,001 | - | \$28,000 | = | 165 points |
| \$28,001 | - | \$30,000 | = | 170 points |
| \$30,001 | - | \$32,000 | = | 175 points |
| \$32,001 | - | \$34,000 | = | 180 points |
| \$34,001 | - | \$36,000 | = | 185 points |
| \$36,001 | - | \$38,000 | = | 190 points |
| \$38,001 | - | \$40,000 | = | 195 points |
| \$40,001 | & | UP | = | 200 points |

H. Placement, Directed Laboratory Experience & Exchange Labor

1. On Placement Experience SAE, Directed Laboratory Experience SAE, and Exchange Labor indicate total hours of labor each year. The following should be used as guidelines for Placement Experience SAE, Directed Laboratory Experience SAE, and Exchange Labor:
 - a) **Record hours to the nearest whole hour, do not include decimals or fractions.**
 - b) **All hours of any type must be documented and shown in the record book.**
 - c.) **If directed lab experience has been completed a 1 page description &/or log (including hours worked) of the experience must be included in the record book and a copy attached to the state degree application.**
 - d) 20 hours Exchange Labor = 1 Point (Maximum of 2000 hours/year)
20 hours Placement SAE = 1 Point (Maximum of 2000 hours/year)
20 hours Directed Lab Experience = 1 Point (Maximum 2000 hours/year)
A maximum TOTAL of 2000 hours per year will be accepted. (Exchange Labor Hours + Placement Hours + Directed Lab Experience Hours = Total)
 - e) **Exchanged labor hours are not counted in figuring growth.**
 - f) Placement Hours are: Those hours of labor worked for someone other than yourself.
 - g) Placement on the home farm that is exchange of labor for expenses should be included under exchange labor in hours.
 - h) Placement on a farm or business other than the home farm should be shown under Placement Experience SAE in hours.
 - i) Custom work should be shown under ownership and dollars indicated under Scope in Scorable Units.
 - j) Placement on the home farm for wages should include hours under Placement Experience SAE. (Note: Exchange labor does not = Placement Experience SAE. The applicant should receive a salary or wages for work performed. Payment in the form of feed, seed, fertilizer, machinery use etc. for work should be recorded as exchange labor.)
 - k) **Directed Laboratory Experience SAE is hours worked in excess of classroom hours under supervision of the agriculture instructor. Non-wage hours worked on the home farm are not considered Directed Laboratory Experience.** Directed Laboratory Experience is usually working in a school or community owned facility without pay. (i.e. school greenhouse, school farm, FFA garden, agriculture education shop, job shadowing or observation of industry). Trapshooting, calf working teams and team competition ARE NOT directed lab experience. **(continued next page)**

- k) (Continued) **If directed lab experience has been completed a 1 page description &/or log (including hours worked) of the experience must be included in the record book and a copy attached to the state degree application.**
- k) **Exchange labor will be divided by the wage factor \$10.00/hour for the respective record book year.**

III. Leadership & Participation Guidelines (400 Points Maximum)

General Guidelines

APPLICANTS MUST SCORE A MINIMUM OF 150 POINTS IN THIS SECTION TO BE ELIGIBLE FOR THE DEGREE

Activities must be completed before January 1 of the year applying for the State Degree.

List activities, offices, committees, proficiency awards, CDE/contests and awards only once (i.e. 03-05 State FFA Convention) unless an exception is noted on the following pages of this handbook.

Participation in a single activity, CDE, office, committee or award more than once will count as only one activity unless an exception is specifically noted on the following pages of this handbook.

On the Leadership Section of the application, if an "X" is placed in the wrong category for items listed in this handbook they will be scored 0 points. Even if it is marked lower or higher than indicated in this handbook.

A. Proficiency & Other Awards (75 points maximum)

(Must Specify Rating)

1. Only the awards listed below will be counted.
2. Chapter - 4 points;
Area - 8 points;
District - 12 points;
State - 16 points;
National - 20 points.
3. Points will only be awarded for the highest level attained.
4. Only group I individual ratings in the following CDE will be scored as stated above. (Ag. Mechanics, Agronomy, Ag. Sales, Dairy, Dairy Foods, Entomology, Farm Management, Floriculture, Forestry, Horse, Livestock, Meats, Nursery/Landscape, Poultry, and/or Soils)
(Group I Must Be Specified to Receive Points)
5. Proficiency Awards should be listed under the highest level participated. (Must be listed in the current FFA manual.) **A maximum of 3 proficiency awards/year may be listed.**
6. **List activities, offices, committees, CDE/contests and awards only once (i.e. 03-05 State FFA Convention) unless a specified exception is noted on the following pages of this handbook.**
7. No current school year proficiency awards will be counted.

A. Proficiency & Other Awards (continued)

List activities, offices, committees, CDE/contests and awards only once (i.e. 03-05 State FFA Convention) unless a specified exception is noted on the following pages of this handbook. (EXCEPTION: A maximum of 3 proficiency awards/year may be listed.)

The following will be counted as:

National Awards (20 points/each)

1st Place State Winner in FFA Proficiency Awards (Provided application was submitted to National FFA or National FFA Proficiency Finalist (TOP 4)

(**Example:** 1st Place State Winner National FFA Beef Production Proficiency or National FFA Finalist Turf Grass Management Proficiency)

National FFA Model of Innovation Award Interviews (Note: Must have participated in the interview.)

Top 10 Winner - National Level Agri-Entrepreneurship

National FFA Band

National FFA Chorus

National FFA Talent (Must have performed at the National FFA Convention)

National FFA Scholarship Winner

National FFA H.O. Sargeant Award

National FFA Triangle Award

Group I individuals in National CDE

(**Example:** Group I Individual National FFA Meats CDE)

National FFA Agriscience Finalist (Specify which Division)

(**Example:** National FFA Agriscience Finalist Division I

EXCEPTION: May count more than one year if different divisions are listed.

National Finalist Chevron Tractor Restoration (Must be selected for Nationals)

★★ Grand or Reserve Champion in the FFA Division of a National Show listed below:

★★ Grand or Reserve Champion Showmanship in the FFA Division of a National Show listed below if 1st or 2nd is given.

Accepted National Shows

Louisville - North American International Livestock Exhibition or (NAILE)

Cow Palace - San Francisco

Phoenix

Houston - Houston Livestock Show

Denver - Western National

Ft. Worth - Fort Worth Fat Stock Show

Kansas City - American Royal

Madison, Wisconsin - World Dairy Expo

Any National Junior Breed Association Show

★★ Members may receive points only for the highest level attained for each species and/or project area exhibited. (i.e. Beef, Sheep, Swine, Mechanics, Poultry, Dairy, Dairy Goats, Rabbits, Field Crop, Horticulture, Vegetable etc.)

A. Proficiency & Other Awards (continued)

List activities, offices, committees, CDE/contests and awards only once (i.e. 03-05 State FFA Convention) unless a specified exception is noted on the following pages of this handbook. (EXCEPTION: A maximum of 3 proficiency awards/year may be listed.)

State Awards (16 points/each)

Proficiency Awards listed in the current National FFA Manual

(**Example:** State FFA Sheep Production Proficiency Award)

(**Note:** This would be the Area winning application submitted to the state who receives a plaque on stage at the state FFA convention.)

State FFA Alumni Association Washington Leadership Conference Scholarship Winner (Note: May abbreviate Washington Leadership Conference as WLC)

State Winner of the Heston Essay Contest
State Winner Missouri Ruralist Essay Contest,
State Winner Garst Seeds Up With Agriculture Essay Contest
State Winner Missouri Farmers Union Essay Contest
State Winner Risk Management Strategies Contest

State FFA Chorus Member

State FFA Talent Member (Must have performed at the State FFA Convention)

Group I Individuals in the following state CDE:

(Ag. Mechanics, Agronomy, Ag. Sales, Dairy, Dairy Foods, Entomology, Farm Management, Floriculture, Forestry, Horse, Livestock, Meats, Nursery, Poultry, and/or Soils) (**Example:** Group I Individual State Agricultural Mechanics CDE)

Group I Individual in State FFA Knowledge CDE

Top Four State Team in Products for the 21st Century
(Must have presented at the Governor's Conference on Agriculture)

Top Six Team in the State Agricultural Literacy Contest

State Participant in the Agri-Missouri Marketing Contest

1st Place Area FFA Treasurer's Book CDE
1st Place Area FFA Secretary's Book CDE
1st Place Area FFA Scrapbook CDE
1st Place Area Incomplete Placement Record Book CDE
1st Place Area Incomplete Ownership Record Book CDE
1st Place Area Complete Placement Record Book CDE
1st Place Area Complete Ownership Record Book CDE

Top 4 State Winners of MO Association of Fairs & Festivals Public Speaking Contest

Top 4 State Winning Team of the Missouri Pork Association Marketing Contest

Top 5 State Winning Team in the Grassland Evaluation & Management Contest

(Continued Next Page)

A. Proficiency & Other Awards (continued)

List activities, offices, committees, CDE/contests and awards only once (i.e. 03-05 State FFA Convention) unless a specified exception is noted on the following pages of this handbook. (EXCEPTION: A maximum of 3 proficiency awards/year may be listed.)

State Awards (16 Points Each) (continued)

State Winner in Agriscience
2nd Place State Winner in Agriscience

Missouri Quail Academy

Lincoln Arc Welding Awards

Top 6 State Participants in the following: (MUST HAVE COMPETED AT STATE.)
MIC Public Speaking, MO Farm Bureau Public Speaking, MO Pork Association
Public Speaking, MO Sheep Producers Public Speaking, or MO Cattlemen's
Public Speaking
(**Example:** Top 6 State Participant in MO Farm Bureau Public Speaking)

Missouri Agribusiness Academy Participant (Top 30)

State FFA Camp Leadership Medal (Must have received a State Award **Medal**. It is given to approximately 5% of the campers each week. This should not include All Around Camper or other camp awards.)

Public Speaking Academy Leadership Medal (**EXCEPTION: This may be in the same year and in addition to a State FFA Camp Leadership Medal noted above.**)

Final 4 in State FFA Creed Speaking, FFA Prepared Public Speaking - Division I, FFA Prepared Public Speaking - Division II, FFA Prepared Public Speaking - Advanced, FFA Extemporaneous Public Speaking and/or FFA Parliamentary Procedure CDE
(**Example:** Final 4 State FFA Prepared Public Speaking – Division II CDE)

★★ Grand or Reserve Champion in the FFA Division at a State Fair

★★ Grand or Reserve Champion Showmanship in the FFA Division at a State Fair if 1st or 2nd is given.

District Awards (12 points/each)

1st, 2nd, & 3rd high individuals in district **agriculture** CDE. (Ag. Mechanics, Agronomy, Ag. Sales, Dairy, Dairy Foods, Entomology, Farm Management, Floriculture, Forestry, Horse, Livestock, Meats, Nursery/Landscape, Poultry, and/or Soils)

(**Example:** 2nd High Individual District Meats CDE)

★★ **Members may only receive points for the highest level attained for each species and/or project area exhibited. (i.e. Beef, Sheep, Swine, Mechanics, Poultry, Dairy, Dairy Goats, Rabbits, Field Crop, Horticulture, Vegetable, etc.)**

A. Proficiency & Other Awards (continued)

List activities, offices, committees, CDE/contests and awards only once (i.e. 03-05 State FFA Convention) unless a specified exception is noted on the following pages of this handbook. (EXCEPTION: A maximum of 3 proficiency awards/year may be listed.)

District Awards (12 points/each) (continued)

(Note: There are no District FFA Proficiency Awards)

1st, 2nd, & 3rd high individuals in FFA Knowledge CDE

- ★★ Grand or Reserve Champion in the FFA Division at one of the district fairs listed below:

(Must indicate species or project area.)

(Example: District Fair FFA Division Reserve Champion Swine Barrow)

- ★★ Grand or Reserve Champion Showmanship in the FFA Division at one of the district fairs listed below if 1st or 2nd is given.

District Fairs

SW - Springfield

NW - Trenton

CE - Butler or Clinton or Marshall

NE - Kirksville

SC - Owensville or West Plains

SE - Cape Girardeau

Area Awards (8 points/each)

Proficiency Awards listed in the current National FFA Manual

(Example: Area FFA Vegetable Production Proficiency Award)

- ★★ Grand or Reserve Champion in the FFA Division at an area fair.

(Must indicate species or project area.)

(Example: Area Fair FFA Division Reserve Champion Beef Steer)

- ★★ Grand or Reserve Champion Showmanship in the FFA Division at an area fair if 1st or 2nd is given.

(Note: An area fair is any fair, other than your respective local fair or respective county fair, where two or more schools are invited.)

- ★★ Members may only receive points for the highest level attained for each species and/or project area exhibited. (i.e. Beef, Sheep, Swine, Mechanics, Poultry, Dairy, Dairy Goats, Rabbits, Field Crop, Horticulture, Vegetable, etc.)

A. Proficiency & Other Awards (continued)

List activities, offices, committees, CDE/contests and awards only once (i.e. 03-05 State FFA Convention) unless a specified exception is noted on the following pages of this handbook. (EXCEPTION: A maximum of 3 proficiency awards/year may be listed.)

Chapter Awards (4 points/each)

Any two local chapter awards in addition to:

Proficiency Awards listed in the current National FFA Manual

(**Example:** Chapter FFA Vegetable Production Proficiency Award)

★★ Grand or Reserve Champion in the FFA Division at the local fair.
(**Must indicate species or project area.**)
(**Example:** County Fair FFA Division Reserve Champion Sheep Suffolk Ewe)

★★ Grand or Reserve Champion Showmanship in the FFA Division at the local fair if 1st or 2nd is given.

Chapter FFA Alumni Legion of Merit Award

Chapter FFA Leadership Medal

(**EXCEPTION: May be counted more than once if different years are indicated.**)

Chapter FFA Scholarship Medal

(**EXCEPTION: May be counted more than once if different years are indicated.**)

Star Greenhand Degree

Star Chapter FFA Degree

All Around Camper & Other FFA Camp Awards

Chapter Agri-Entrepreneurship Award (**Note:** Only if application is submitted to the state)

Star Chapter Agribusiness

Star Chapter Placement

*** Chapter FFA Creed Speaker

*** Chapter FFA Prepared Public Speaker

*** Chapter FFA Extemporaneous Public Speaker

*** (**EXCEPTION: If above chapter level put in Section E. This item may not be listed in both sections A and E.**)

★★ Members may receive points only for the highest level attained for each species and/or project area exhibited. (i.e. Beef, Sheep, Swine, Mechanics, Poultry, Dairy, Dairy Goats, Rabbits, Field Crop, Horticulture, Vegetable, etc.) (Must indicate species or project area.)

B. Other FFA Activities (90 points maximum)

(AN ACTIVITY WILL BE COUNTED ONLY ONCE AT THE HIGHEST LEVEL OF PARTICIPATION)

1. Scoring

Chapter - 2 point;
Area - 4 points;
District - 6 points;
State - 8 points;
National - 10 points.

b. **Applicant receives points only for highest level attained.**

c. (Note: If the candidate indicates they are an exhibitor in the FFA division at the district fair, State Fair, American Royal or other national shows, only one activity of this type will be counted in 5.f on the back of the cover page as above local level regardless of the number of shows or types of exhibits.) However, in this section (**B. Other FFA Activities**) applicants who are exhibitors in the FFA division at the district fair, State Fair, American Royal or other national shows may list one area, one district, one state, and/or one national activity of this type for activity points above the local level. All additional FFA exhibitor activities are local activities regardless of the number of shows or types of exhibits. Other county fairs and shows are local activities.

d. **Proficiency Awards should be listed on Table A, contest teams on Table E, and committees on Table D. (Do Not List Them on Table B.)**

e. **All judging workshops are local activities.**

2. **List an activity only once.** Local FFA chapter meetings will be only counted once regardless of the number of meetings listed. (i.e. Attending the National FFA Convention three times is only one activity.) Record as follows:

| Year | Activity | Chap | Area | Dist | State | Natl |
|-------|-------------------------|------|------|------|-------|------|
| 03-05 | National FFA Convention | | | | | X |

3. **On the Leadership Section of the application, if an "X" is placed in the wrong category for items listed in this handbook they will be scored 0 points. Even if it is marked lower or higher than indicated in this handbook.**

Activities listed below may not count to meet Check Sheet Item 10. See information on page 13-2006 and 15-2006 of the State Degree Handbook to determine which items meet Check Sheet Item 10.

B. Other FFA Activities (90 points maximum) (continued)

(AN ACTIVITY WILL BE COUNTED ONLY ONCE AT THE HIGHEST LEVEL OF PARTICIPATION)

The following activities will be scored under Section B: Other FFA Activities at the level indicated:

NATIONAL

(AN ACTIVITY WILL BE COUNTED ONLY ONCE AT THE HIGHEST LEVEL OF PARTICIPATION)

- National FFA Convention
- Washington Leadership Conference
- FFA International Programs
- National FFA Convention Courtesy Corp., Usher and/or Stage Crew
- National Livestock Show Exhibitor in FFA Division - **ONLY 1 ALLOWED**
- FFA Chapter Exhibit Booth at the National FFA Convention
- National Western Livestock & Meats Contest – Denver
 - (2nd Place State Winning Livestock & Meats Team Members Only)
- National Dairy Expo & Contest – Louisville &/or Wisconsin
 - (2nd Place State Winning Dairy Team Members Only)
- National FFA Knowledge CDE (Invitational)
 - (1st Place State FFA Knowledge Team Only)
- National Land & Home-Site Evaluation Contest
 - (Top 5 State Soils Teams Only)
- Mid-America Grasslands Contest (State Winner Only)

STATE

(AN ACTIVITY WILL BE COUNTED ONLY ONCE AT THE HIGHEST LEVEL OF PARTICIPATION)

- State Environthon
 - State FFA Trap Shoot at Linn Creek
 - State FFA Convention
 - State FFA Convention Delegate
 - State FFA Convention Courtesy Corp. Media Room Worker or Usher
 - State FFA Leadership Camp
 - State FFA Public Speaking Academy
 - State Grasslands Management Contest
 - The Leadership Adventure – Advancing New Frontiers
 - The Leadership Adventure - Start The Expedition Process (STEP)
 - State Participant in the Products for the 21st Century Contest
 - Missouri Farm Bureau Statewide Leadership Day
 - Missouri Pork Institute
 - State Fair Exhibitor - **ONLY 1 ALLOWED**
 - State Fair Booth/Demonstration -Chapter Exhibit - **ONLY 1 ALLOWED**
 - Statewide CDE Workshop

DISTRICT

(AN ACTIVITY WILL BE COUNTED ONLY ONCE AT THE HIGHEST LEVEL OF PARTICIPATION)

- UMC Field Day
- District Environthon
- Greenhand Motivational Conference
- District FFA Recreational Activity

B. Other FFA Activities (90 points maximum) (continued)

(AN ACTIVITY WILL BE COUNTED ONLY ONCE AT THE HIGHEST LEVEL OF PARTICIPATION)

DISTRICT (continued)

(AN ACTIVITY WILL BE COUNTED ONLY ONCE AT THE HIGHEST LEVEL OF PARTICIPATION)

District Fair Exhibitor - **ONLY 1 ALLOWED**

North Central Missouri Fair - Trenton

Northeast District Fair - Kirksville

Ozark Empire Fair - Springfield

Central District Fair- Butler or Clinton or Marshall

Southeast District Fair - Cape Girardeau

South Central District Fair - West Plains or Owensville

MO Agribusiness Academy Interviews (**Note:** If not selected to attend)

District Participants in the following: (MUST NOT HAVE COMPETED AT STATE.)

MIC Public Speaking, MO Farm Bureau Public Speaking, MO Pork Association

Public Speaking, MO Sheep Producers Public Speaking, or MO Cattlemen's

Public Speaking

(**Example:** District Participant in MO Farm Bureau Public Speaking)

State Young Farmer Tour

Chapter Exhibit Booth at District Fair

FFA Mid South Fair – District Representative

Grasslands Management Contest

Chapter Officer Development Event (CODE) Sponsored by Mizzou Alumni

AREA

(AN ACTIVITY WILL BE COUNTED ONLY ONCE AT THE HIGHEST LEVEL OF PARTICIPATION)

A MAXIMUM OF 5 AREA FFA ACTIVITIES WILL BE COUNTED!

EXCEPTION: A Maximum of 5 activities approved by the Area which may include but are not limited to the following will be counted: (Each Area should bring a list of approved area activities with them to the State Degree screening.)

Area FFA Banquet

Area FFA Barnwarming

Area FFA Leadership Conference - Officer Training

Area FFA Greenhand Motivational Conference

Area FFA Greenhand Initiation

Area FFA Rituals CDE

Area FFA Farm/Agribusiness Tour

Area FFA Delegate

Area FFA Recreational Activities - (**APPLICANTS ARE LIMITED TO 1 OF THIS TYPE OF ACTIVITY**) (i.e. Ag Olympics, Softball, Etc.)

Area FFA Meeting - **LIMITED TO 1** (Excludes Area Officer meetings during your area officer term.)

Area FFA Officer Interview (May include those interviewed & no office obtained.)

Area Fair Exhibitor - **ONLY 1 ALLOWED** (Note: An area fair is any fair, other than your respective local fair or respective county fair, in which two or more schools are invited)

(Continued Next Page)

B. Other FFA Activities (90 points maximum) (continued)

(AN ACTIVITY WILL BE COUNTED ONLY ONCE AT THE HIGHEST LEVEL OF PARTICIPATION)

AREA (continued)

A MAXIMUM OF 5 AREA FFA ACTIVITIES WILL BE COUNTED!

Area FFA Chapter Degree Initiation Ceremony or Chapter FFA Degree Motivational Conference

MIC, MO Pork Association, MO Cattlemen's, MO Sheep Producers and MO Farm Bureau Public Speaking (**Example:** Area Participant in MO Farm Bureau Public Speaking)

Area FFA Fund-raisers

C. FFA Offices (100 points maximum)

The Year(s) Must Be Listed In Order To Receive Points!

1. The following chapter offices: president, vice president or 1st vice president, 2nd vice president, secretary, treasurer, reporter, sentinel, parliamentarian, chaplain, and/or historian - 30 points/each
2. Co or Assistant officer to the president, vice president or 1st vice president, 2nd vice president, secretary, treasurer, reporter, sentinel, parliamentarian, chaplain, and/or historian - 15 points/each
3. Area Officer - 40 points/each
4. Offices can be duplicated at the same level but must be listed on separate lines and noted with different school years in order to be scored.
5. Two offices cannot be held the same year at the same level. Students can only hold and receive points for one chapter or area office per school year.

Example:

| C. FFA Office Held: (100 Points) | | Caps Off | Local Use | Area Use | State Use |
|---|--|-------------|--------------|-------------|--------------|
| Year | (Use ARROW to the Right for a List from Which to Select) | | | | |
| 04-05 | Chapter Vice President | | | | |
| 04-05 | Area Sentinel | | | | |
| | | | | | |

D. Committees in FFA (40 points maximum)

1. Applicant must specify whether it was a chapter or area committee **and** whether they were a member or chairman in order to receive points.
2. **To receive the State FFA Degree a student must have served as an officer or chaired a program of activity committee.**
3. The following are the Program of Activities Committees that will be accepted:
(See the National FFA Manual – Program of Activities Section)

There are two ways that a chapter might organize committees that will be accepted:

3 Chapter Divisions Committees:

(Based upon the Divisions of the National Chapter Award Program)

Student Development
Chapter Development
Community Development

OR

15 Chapter Standing Committees:

(Based upon the 15 Standing Committees)

| | |
|--------------------------------------|--------------------------------|
| Leadership Committee | Health & Recreation Committee |
| SAE Committee | Scholarship Committee |
| Agricultural Career Skills Committee | Recruitment Committee |
| Finance Committee | Public Relations Committee |
| Cooperation Committee | Alumni Committee |
| Human Resources Committee | Citizenship Committee |
| Agriculture Awareness Committee | Economic Development Committee |
| Natural Resources Committee | |

These earlier National Chapter Award Committee that were a part of the National Chapter Awards Program will also be accepted.

| | |
|--|-----------------------------------|
| Agricultural Careers Committee | Community Service Committee |
| Healty Lifestyles Committee | Finance Committee |
| Finance/Economic Committee | Alumni or Support Group Committee |
| Economic Committee | Membership Committee |
| Recreation Committee | Alumni Relations Committee |
| Conduct of Meetings Committee | |
| State, National & International Committee | |
| Earnings Savings and Investments Committee | |

4. All Program of Activity plus BOAC and Safety committee chairman - 10 points

(Continued Next Page)

D. Committees in FFA (40 points maximum) (continued)

5. Member of one of the Program of Activities committee plus BOAC and Safety - 8 points
6. All other committees - 5 points
7. Executive Committee member counts as (5) points only when student is not an officer.
8. Program of Activities, BOAC and Safety committees may be listed more than once at the same level but must be listed on separate lines and noted with different school years.

E. CDE/Contests (75 points maximum)

1. Only the team & individual CDE events listed in the state &/or national career development events handbook are counted as listed below:

| | |
|------------|---|
| Area - | 5 points for FFA; |
| District - | 10 points for agriculture and 15 points for FFA; |
| State - | 20 points for agriculture or 20 points for FFA; |
| National - | 25 points for agriculture or 25 points for FFA. |

2. Candidates receive points only for highest level attained.
3. No current school year CDE teams will be counted.

Note: FFA Ritual CDE is not considered as a CDE team but as an activity under section B.

4. The highest level for all record books, secretary's book, treasurer's book, and scrapbook is Area which is worth 5 points.
5. **EXCEPTION: A CDE team may count a maximum of twice if two different years are indicated.**

F. Major Activities Outside FFA (20 points maximum)

Note: All activities scored by the area screening committee along with the area screening committee's score (Maximum of 20 points) will be accepted without question by the state degree screening committee unless it does not meet the guidelines below.

AREA SCREENING COMMITTEE GUIDELINES:

1. Each type of activity should be listed only once and will only be scored once.
2. Activities scored in this section **should be applicable to the years a student was enrolled in agriculture**. Activities listed previous to enrolling in the agriculture program will not be scored.
3. Each activity is worth 4 points each.

| F. Major Activities, Awards and Leadership Outside the FFA (See Handbook Page 35) (20 Points) | | LU | SU |
|--|-------------------------------------|-----------|-----------|
| Year | Activity | | |
| 03-05 | President of Sophomore Class | | |